



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Chief, DNI Watch Operations

**Position Number:** 31400

**Position Grade:** SNIS Executive Tier 1

**Salary Range:** NONE PROVIDED

**Vacancy Open Period:** 04/14/2022 – 04/21/2022

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/COO/COSO/OC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 1 cadre position.

## Who May Apply

Senior Service (SNIS, SES, SIS, DISES, and DISL) candidates and highly qualified GS-15s may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.



## **Component Mission**

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

## **Major Duties and Responsibilities (MDRs)**

This position will manage two watch centers within the Continuity and Operations Support Office: the DNI Watch Center (global situational awareness on all issues/hazards supporting DNI principals); and the Response Operations Center (serving functions for the ODNI).

Lead the DNI Operations Center and execute its mission by maintaining global intelligence situational awareness, and advancing a common intelligence picture across the federal, state, local, tribal, and private sector elements of the IC, and focusing on mission accomplishment emphasizing customer support, collaboration and communication.

Manage DNI Operations Center situational awareness products and processes by meeting established reporting criteria and adhering to reporting methods, fostering interagency collaboration, and incorporating IC feedback.

Manage intelligence supporting Continuity of Operations, Continuity of Government and Enduring Constitutional Government and ensure it is available and shared with all appropriate IC personnel.

Lead and advise senior ODNI Leadership during deployments for National Security Emergencies, National Security Special Events, IC and ODNI national continuity alerts and activations, emergencies, incident management responses, exercises, and other national level priorities.

Optimize Operations Center organizational structure, operations, systems, and facilities to meet mission requirements IC needs. Integrate and leverage partner activities into information-sharing and situational awareness actions.

Direct and lead the workforce; ensure all personnel are appropriately challenged, rewarded, and given the support and tools they need to succeed. Ensure subordinate managers provide employees with individual development plans, performance feedback, access to training and career development opportunities, make regular contact with Department and Agency (D/A) home offices of rotational employees, and consult D/A seniors as needed to support employees' career development. Be responsive to issues identified by the workforce.

Lead a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.



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Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.

Manage, lead and develop standard operating procedures and operational guidance to obtain DNI and directorate goals and objectives.

## **Mandatory and Educational Requirements**

Extensive leadership and management experience as a Senior National Intelligence Service (SNIS) officer or equivalent.

Senior-level experience in the intelligence or operational communities with an emphasis on providing time-sensitive intelligence support during crisis and contingency operations.

Superior ability to provide strategic and tactical planning pertaining to ODNI policies, regulations, and operational intelligence in an intelligence environment.

Excellent oral and written communication skills and demonstrated ability to coordinate, network, and communicate across the IC and government entities at the national level, and stakeholders at the state and local levels.

Exemplary interpersonal skills with proven ability to work effectively, independently, and in a team or collaborative environment.

Strong ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities.

Comprehensive knowledge of Operations Center systems, processes, procedures, products, and services to include an understanding of the complexities of scheduling, leading, and managing a 24x7 watch cycle.

Advanced experience in designing intelligence products that provide daily and event-by-event situational awareness for senior intelligence consumers.

Executive experience in facilitating and executing crisis and continuity operations within an IC context and coordinating collaborative, mutually supportive operations between and among inter-agency operations centers.

Demonstrated experience in annual financial and human capital resource planning and execution.

## **Desired Requirements**

Previous operational and leadership experience related to an IC Operations Center is highly desired.

## **Key Requirements and How to Apply**

### **Internal ODNI Candidates:**

**A complete application package must include:**



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LEADING INTELLIGENCE INTEGRATION

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni\_coo\_hrm\_semo\_wma@cia.ic.gov (classified email system) or DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3300; Email: DNI\_CMO\_HC\_SEMO@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on



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Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**